

RECORDS SHELF LIST

TOTAL NO. OF CONTAINERS

NOTE: Prepare in duplicate and submit original to Records Center

OFFICE

DIVISION

BRANCH

SECTION

CONTAINER NO.

DESCRIPTION AND DATES

RECORDS RETIREMENT REQUEST

ASSIGNED BY RECORDS CENTER

JOB NO.

Submit original and 3 copies to Records Center. One copy will be returned to the originating office when material is accessioned by Records Center. Additional copies may be prepared as indicated by your ARO.

FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE COMPLETE FORM 490 AND REFER TO ABOVE JOB NUMBER.

PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)

TO:

Chief, Records Center.

FROM:
(Office)

BRANCH

DIVISION

SECTION

APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW

DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A, RECORDS SHELF LIST (Check appropriate box below.)

☐ SHELF LIST ATTACHED☐ SHELF LIST INCLUDED IN TRANSFER

CLASSIFICATION OF RECORDS

FILE EQUIPMENT OCCUPIED BY RECORDS

☐ LETTER☐ OTHER (specify)☐ LEGAL

NUMBER OF DRAWERS

APPROXIMATE REFERENCE ACTIVITY PER MONTH

LOCATION OF RECORDS

BUILDING

ROOM

EXTENSION

DATE

SIGNATURE OF RECORDS CUSTODIAN

PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)

TYPE OF MATERIAL

☐ RECORD☐ NON-RECORD

RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")

DISPOSITION AUTHORIZATION

CITE SCHEDULE OR AUTHORITY

BUILDING

ROOM

EXTENSION

DATE

SIGNATURE OF AREA RECORDS OFFICER

FOLD
HERE

<small>FORM 490 2-62 MFG. 4-62 USE PREVIOUS EDITIONS</small>		RECORDS CENTER SERVICE REQUEST		<small>(38)</small>		<small>INSTRUCTIONS: REQUESTER-1. COMPLETE REQUEST. 2. RETAIN LAST COPY FOR SUSPENSE. 3. SEND REST OF SET TO RECORDS CENTER. 4. UPON RECEIPT OF MATERIAL DESTROY SUSPENSE COPY.</small>			
<small>FROM:</small> RECORDS CENTER		<small>NO.</small>		<small>DATE</small>		<small>BOX NO.</small>		<small>JOB NO.</small>	
		<small>DATE</small>		<small>ACTION REQUESTED</small>					
				<small>LOAN</small>		<small>PER. RET.</small>		<small>INFORMATION</small>	
<small>TO:</small>		<small>NAME OF REQUESTER</small>							
		<small>OFFICE</small>						<small>TEL. EXT.</small>	
<small>LOG DATA:</small>		<small>FOR RECORD CENTER USE</small>							
		<small>SERVICED BY</small>		<small>SPACE NO.</small>		<small>POSTED</small>			
		<small>NUMBER SENT</small>				<small>NOTIFIED</small>			
		<small>INT. DOC.</small>		<small>INF. RPT.</small>		<small>ADM. ISS.</small>			